



**City of Milwaukie  
Employment Opportunity  
Associate Planner**

**Apply by: Friday, October 18, 2013 at 4:00 p.m.**

Status: **Full-time 40 hours/week, Benefit eligible**

Hours: **Monday – Friday, general business hours; some evening hours required.**

Work location: **6101 SE Johnson Creek Blvd., Milwaukie, OR**

Department: **Community Development / Planning**

Salary: **\$4,437 – \$5,663 Monthly – Non Exempt, AFSCME Represented**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2.5% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking a dynamic, results-oriented person who is dedicated to public service and teamwork to fill a current vacancy in the Planning Department. The Associate Planner works under the supervision of the Assistant Community Development Director, who is responsible for supervision of the Planning Department. This position performs a variety of complex professional and technical land use planning work in the areas of comprehensive planning, development review, economic development, and transportation planning.

This position will routinely develop short and long range plans; assist in the development and updating of the City's Comprehensive Plan and Municipal Code; review development proposals; work on a variety of economic development programs (including business outreach, assisting existing business and industry with their current and expansion needs and attracting new business and industry); conduct technical research studies; research grant programs and write grant applications and prepare and present reports to decision-making bodies and community groups.

**Qualifications:** Bachelor's degree from an accredited college or university in urban or regional planning, public administration or a closely related field with five (5) years of progressively responsible experience. A Master's degree in urban planning or regional planning preferred.

**Selection Process:** Applications will be screened to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

**Application Process:** All candidates must complete a City of Milwaukie employment application. Resumes must be included but are **not** accepted in lieu of an application. Application materials are available for download at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org). Please mail your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer  
Women and Minorities are Encouraged to Apply***